

(CLASSIFICATION)

Executive Registry
64-786

OFFICE OF THE DIRECTOR

LBK:drm

Distribution:

Original - DD/S; 1-D/TR; 1-GG; 1-D/PER
1 - ER; ①-ExDir

Action Memorandum No. A-357

Date 31 January 1964

TO : Deputy Director/Support

SUBJECT : Secretary for the Board of Trustees
of the Educational Aid Fund

REFERENCE:

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1. I would like to request the services of [redacted] of the Office of Training as secretary to the Board of Trustees of the Educational Aid Fund. I understand that he has been chosen by the Director of Training to be the secretary to the Training Selection Board, and these two assignments will complement each other nicely.

50X1

2. As secretary to the Educational Aid Fund I would expect [redacted] to attend meetings and keep minutes. He would also be asked to handle the bank account of the Fund and the necessary paperwork connected with the granting of scholarships. I would also want his assistance in preparing the necessary notices and circulars regarding the Fund and a brochure to describe the Fund to potential contributors.

50X1

3. I have asked [redacted] of the General Counsel's office, who will be of counsel to the Board of Trustees of the Educational Aid Fund, to send the necessary background papers to [redacted]

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7 JAN 31 3 01 PM '64

S/LBK/m
Lyman B. Kirkpatrick
Executive Director

SUSPENSE DATE:

cc: D/Training
D/Personnel
General Counsel

(Dictated but not read
by Mr. Kirkpatrick)

(CLASSIFICATION)

GROUP 1
Excluded from automatic
downgrading and
declassification